

NEW OFFICER TRAINING AGENDA

Embassy Suites by Hilton Richmond

December 7-9, 2022

DAY ONE

Wednesday, December 7, 2022

| | | |
|---------------------------|--|---|
| 8:00 AM - 9:00 AM | Breakfast/Registration | |
| 9:00 AM – 10:00 AM | Welcome and Introductions Compensation Board Functions & Duties | Jeffrey Palmore , Chairman Staci Henshaw , Auditor of Public Accounts and Ex-Officio Compensation Board Member Robyn de Socio , Executive Secretary, Compensation Board |
| 10:00 AM – 11:00 AM | <u>Panel Discussion</u> State and Compensation Board Budget Process and Locality Pay Plans & Budget Process | <u>Panelists</u> Charlotte Lee , Budget Manager Matt Harris , Deputy County Administrator, Chesterfield County Sheriff Michael Mondul , City of Danville |
| 11:00 AM – 12:00 PM | Division of Risk Management | Annika Melton , Risk Consultant Division of Risk Management, Department of Treasury |
| 12:00 PM – 1:00 PM | Lunch | |
| 1:00 PM – 2:45 PM | Lawful Employment Practices Overview | Leah Stiegler J. Fielding Douthat Attorneys at Law Woods Rogers, PLC |
| 2:45 PM – 3:00 PM | Break | |
| 3:00 PM – 4: 00 PM | Freedom of Information Act | Joe Underwood Senior Attorney FOI Advisory Council Staff |
| 4:00 PM – 5:00 PM | TBD | |
| 5:00 PM | Adjourn for Day | |

NEW OFFICER TRAINING AGENDA

Embassy Suites by Hilton Richmond

December 7-9, 2022

DAY TWO (morning)

Thursday, December 8, 2022

7:30 AM – 8:30 AM

Breakfast

8:30 AM – 9:45 AM

Compensation Board Pay Plans
Treasurers & Commissioners

Compensation Board Staff

Bill Fussell, Sr. Fiscal Tech

Commonwealth's Attorneys &
Circuit Court Clerks

Paige Christy, Sr. Fiscal Tech

Sheriffs & Superintendents

Brian Bennett, Sr. Fiscal Tech

Donna Foster, Sr. Fiscal Tech

9:45 AM – 10:00 AM

Break

10:00 AM - 11:00 AM

Compensation Board Pay Plans-continued

Bill Fussell, Sr. Fiscal Tech

Paige Christy, Sr. Fiscal Tech

Brian Bennett, Sr. Fiscal Tech

Donna Foster, Sr. Fiscal Tech

11:00 AM – 12:00 PM

Fines and Fees/Technology Trust Funds
Clerks & Commonwealth's Attorneys

Mark Pellett, Fin & Mgmt Analyst

11:00 AM – 11:15 AM

Local Inmate Data System (LIDS)
Sheriffs & Superintendents

Kari Jackson, LIDS Program Mgr

11:15 AM - 11:30 AM

LIDS Audits/Jail Cost Report
Sheriffs & Superintendents

Kari Jackson, LIDS Program Mgr

External Auditors

Mark Pellett, Fin & Mgmt Analyst

12:00 PM – 1:00 PM

Lunch

1:00 PM

Superintendent New Officer Training Adjourn

NEW OFFICER TRAINING AGENDA

Embassy Suites by Hilton Richmond

December 7-9, 2022

DAY TWO (afternoon)

Thursday, December 8, 2022

Virginia Sheriffs' Association Agenda

| | | |
|-------------------|---|---|
| 1:00 PM – 2:30 PM | Current Issues and Legislation | Elizabeth Hobbs, Staff Attorney Virginia Sheriffs' Association |
| 2:30 PM | Sherrifs' New Officer Training Adjourn | |

DAY TWO (afternoon)

Thursday, December 8, 2022

Virginia Court Clerks' Association Agenda

| | | |
|-------------------|---|--|
| 1:00 PM – 1:15 PM | Introduction to VCCA and Introduction of Speakers | Hon. Edward Jewett, President of VCCA, Clerk City of Richmond |
| 1:15 PM – 1:45 PM | Technology Trust Fund (TTF) Uses and other Tips | Technology Committee Hon. Randy Carter, Clerk City of Suffolk |
| 1:45PM --2:15 PM | Legislative Process and the importance of Clerk Support throughout of the Year | Legislative Committee Co-Chairs Hon. Steve Landes, Clerk County of Augusta Hon. Edward Jewett, Clerk City of Richmond Hon. Randy Carter, Clerk City of Suffolk |
| 2:15PM--2:45PM | Partnering Relationships for the Better Tomorrow | Public Relations Committee Hon. Chaz Haywood, Clerk County of Rockingham & City of Harrisonburg |
| 2:45 PM – 3:15 PM | Career Development Program | Hon. Teresa Dobbins, Clerk County of Powhatan |
| 3:15 PM - 3:30 PM | Personal Tips for a Happy, Well Run and Successful Clerk Office and “Must do” items | All Presenting Clerks |
| 3:30 PM - 4:00 PM | Wrap up and General Discussion | Hon. Edward Jewett, Clerk City of Richmond |
| 4:30 PM | Clerks Adjourn | |

NEW OFFICER TRAINING AGENDA

Embassy Suites by Hilton Richmond

December 7-9, 2022

DAY TWO

Thursday, December 8, 2022

Commissioners & Treasurers Association Joint Session Agenda

| | | |
|---------------------------|--------------------------|--|
| 11:00 AM | Welcome | Hon. Jamie Timberlake , CRAV President Commissioner, City of VA Beach Hon. Dinah Babb TAV President Treasurer, City of Franklin |
| 11:00 AM – 11:15 PM | IRMS & EESMC | C. Keven Wright , Director of Special Taxes & Locality Liaison Department of Taxation |
| 11:15 AM – 12:00 PM | State & Estimated Income | Heather Cole , Tax Processing, Operations Dept. of Taxation |
| 12:00 PM – 1:00 PM | Lunch | |

Commissioners Association Breakout Agenda

| | | |
|--------------------------|---|--|
| 1:00 PM – 1:45 PM | Dept. of Motor Vehicles | Sandy Jack , Director of Data Management Services Tara Pyatt , Manager UAS Program and Compliance |
| 1:45 PM – 2:15 PM | Day in the Life | Hon. Chris Jones , Commissioner Lee County |
| 2:15 PM – 2:45 PM | Lobbying 101 | Hon. Page Johnson , Commissioner City of Fairfax |
| 2:45 PM – 3:00 PM | Break/Refreshments | |
| 3:00 p.m. – 4:00 p.m. | Real Property Tax Relief & Veterans Relief | Hon. Chris Jones , Commissioner Lee County |
| 4:00 p.m. – 5:00 p.m. | Roles & Responsibilities of the Commissioner | Hon. Ann Burkholder , Commissioner, City of Winchester |
| 6:30 p.m. | Dinner with Association | |

NEW OFFICER TRAINING AGENDA
Embassy Suites by Hilton Richmond
December 7-9, 2022

DAY TWO
Thursday, December 8, 2022

Treasurers' Association Breakout Agenda

| | | |
|-------------------|---|--|
| 1:00 PM – 2:45 PM | Roles & Responsibilities of the Treasurer | Hon. Fred Parker Treasurer, Washington County |
| 2:30 PM – 2:45 PM | Refreshment and Networking Break | |
| 3:00 PM – 5:00 PM | Collections | John Rife Taxing Authority Consulting Services, P.C. (TACS) |
| 5:00 PM | Adjourn for Day | |
| 6:00 PM | TAV dinner | |

DAY TWO
Thursday, December 8, 2022

Commonwealth's Attorney Agenda

| | | |
|--------------------------|---|--|
| 1:00 PM – 1:15 PM | Virginia Criminal Justice Foundation (VCJF) | Hon. Jeff Haislip Commonwealth's Attorney Fluvanna County |
| 1:15 PM – 2:00 PM | Commonwealth's Attorneys' Services Council | Jane Chambers , Director, CASC |
| 2:00 PM – 2:15 PM | Break | |
| 2:15 PM – 3:45 PM | Virginia Association of Commonwealth's Attorneys | Amanda Howie Administrator, CASC |
| 3:45 PM – 4:30 PM | An Introduction to <i>Prosecutors' Encyclopedia</i> | Elliott J. Casey , CASC |
| 4:30 PM | Adjourn for Day | |
| 6:00 PM | Group dinner at Shagbark hosted by VACA | |

NEW OFFICER TRAINING AGENDA
Embassy Suites by Hilton Richmond
December 7-9, 2022
DAY THREE
Friday, December 9, 2022

Commissioners Association Agenda

| | | |
|---------------------------|--|---|
| 7:00 AM – 8:00 AM | Breakfast | |
| 8:00 AM –9:00 AM | Personal Property, Business Personal Property and M&T | Hon. Jamie Timberlake, Commissioner, Powhatan County |
| 9:00 AM – 9:45 AM | Local Option Taxes: BPOL Merchants Capital, Excise & Fiduciary taxes | Hon. Maggie Ragon, Commissioner City of Staunton |
| 9:45 AM – 10:15 AM | Break (allow attendees to check out of hotel rooms) | |
| 10:15 AM – 11:15 AM | Office of Excellence Office Organization & Personnel Management | Hon. Ann Burkholder, Commissioner City of Winchester |
| 11: 15 AM – 12:00 PM | Local Appeals, Refunds, & Exonerations | Hon. Ann Burkholder, Commissioner, City of Winchester |
| 12:00 PM – 1:00 PM | Lunch | |
| 1:00 PM – 1:20 PM | Land Use Program | Hon. Jamie Timberlake, Commissioner, Powhatan County |
| 1:20 PM – 1:35 PM | Public Service Corporations | Hon. Ann Burkholder, Commissioner, City of Winchester |
| 1:35 PM – 1:50 PM | Bank Franchise | Hon. Maggie Ragon, Commissioner, City of Staunton |
| 1:50 PM – 2:20 PM | Public Relations and Office Branding | Hon. Maggie Ragon, Commissioner, City of Staunton |
| 2:20 PM – 3:00 PM | Career Development | Hon. Maggie Ragon, Commissioner City of Staunton |
| 3:00 PM | Certificates | |
| 3:15 PM | Adjourn | |

NEW OFFICER TRAINING AGENDA
Embassy Suites by Hilton Richmond
December 7-9, 2022

DAY THREE
Friday, December 9, 2022

Treasurers' Association

| | | |
|----------------------------|---|--|
| 8:00 AM – 10:00 AM | Roles & Responsibilities of the Treasurer | Hon. Fred Parker Treasurer, Washington County |
| 10:00 AM – 10:15 AM | Break | |
| 10:15 AM – 11:00 AM | Collections (Continued) | John Rife Taxing Authority Consulting Services, P.C. (TACS) |
| 11:00 AM – 11:45 AM | Career Development & Office Accreditation | Hon. Laura Rudy Treasurer, Stafford County |
| 11:45 AM – 12:00 PM | Office Accreditation | Al Spengler TAV Administration |
| 12:00 PM – 1:00 PM | Lunch | |
| 1:00 PM – 2:00 PM | TAV Certification Program | Tanya Wilcox, MGT Treasurer, Fauquier County |
| 2:00 PM – 2:30 PM | TAV Technology | Charles Evelyn Treasurer, New Kent County |
| 2:30 PM – 2:45 PM | TAV Mentoring Program | Hon. Jody Acosta Treasurer, City of Falls Church |
| 2:45 PM – 3:30 PM | Panel Discussion | Hon. Dinah Babb, President, TAV Treasurer, City of Franklin Hon. Fred Parker Treasurer, Washington County Hon. Laura Rudy Treasurer, Stafford County Hon. Jody Acosta Treasurer, City of Falls Church Charles Evelyn Treasurer, New Kent County |
| 3:30 PM | Adjourn | |

NEW OFFICER TRAINING AGENDA

Embassy Suites by Hilton Richmond

December 7-9, 2022

DAY THREE

Friday, December 9, 2022

Commonwealth's Attorneys' Association Agenda

7:30 AM – 8:00 AM

Breakfast

8:00 AM – 10:00 AM

Things You Need to Know Something About:
*Expungements, Concealed Carry Permits,
Policy Issues and Leadership Challenges*

Hon. Bryan L. Porter
Commonwealth's Attorney
City of Alexandria

Elliott J. Casey, CASC

10:00 AM – 10:15 AM Break

10:15 AM – 11:45 AM

More Things You Need to Know Something About:
Election Law, U Visas & T Visas, "Inmate Mail"

Hon. Bryan L. Porter
Commonwealth's Attorney
City of Alexandria

Elliott J. Casey, CASC

11:45 AM – 12:30 PM

Setting a Tone of Compliance with the Rules of Ethics
& The Conflicts of Interest Act (COIA)

Hon. Bryan L. Porter
Commonwealth's Attorney
City of Alexandria

12:30 Noon – 1:15 PM

Lunch

1:15 PM – 2:30 PM

Handling Your First Big Case: *Media Relations,
Law Enforcement Issues, Grand Juries,
Special Prosecutors, Finding a Mentor*

Hon. Bryan L. Porter
Hon. Shannon Taylor,
Commonwealth's Attorney,
Henrico County

2:30 PM – 2:45 PM

Break

2:45 PM - 4:30 PM

Handling Your First Big Case (*con't.*)

Hon. Shannon Taylor,
Hon. Bryan L. Porter

4:30 p.m.

Adjourn